President's Management Agenda
DEPARTMENT OF COMMERCE

	CURRENT STATUS (As of December 31, 2004)		PROGRESS First Quarter FY 2005	COMMENTS
Initiative **HUMAN CAPITAL** **Agency Lead:** Otto J. Wolff **Deborah Jefferson** **Lead RMO Examiner: Emily Woglom** **OPM HC Officer: Tom Smith**	Green	Comprehensive human capital plan X developed, etc. Q3/02 X results analyzed & used Q3/03 Organizational structures X current structure analyzed and restructuring begun Q3/02 X structure optimized & addressing future challenges Q4/04 Succession strategies X implemented Q2/03 X continuously updated talent pool assured Q4/03 Performance appraisal plans link, differentiate, and provide consequences for X SES & mgrs. Q1/03 X 60%+ of agency Q1/05 Under representation X implemented strategies to address Q3/03 X reduced & established process to sustain diversity Q4/04 Skill gaps X workforce planning system implemented Q3/03 X signif. reduced in mission critical gaps Q1/05 Hiring timelines reduced X collects data & sets standard Q4/04 X signif. progress & improvement Accountability system X system developed Q4/02 X used for decisions on Q3/03	Green	Actions taken this quarter: • Deployed Quick Hire to all bureaus; using diversity notification for outreach to 60 professional organizations. • Launched HR certification pilot in Office of the Secretary (OHRM). • Deployed automated organizational metrics systems for HR metrics. • Began transition of NOAA to matrix management structure. • Provided guidance to bureaus on moving from 2-tier to Department-wide multi-tier performance appraisal system. • Determined Quick Hire's ability to track hiring time, using 45-day model. • Identified agency management competencies and MCOs and reported on potential gaps. • Sponsored recruitment and staffing leadership forum for corporate recruiters. Planned actions for next quarter: • Conduct accountability reviews in preparation for OPM audit. • Advance effort to establish Dept-wide multi-tier performance appraisal system; document how awards help distinguish performance levels. • Implement ITA "mini-makeover" to improve supervisory ratios. • Launch Dept-wide Administrative Professional Certificate program for GS-2 through 8 employees. • Migrate to new version of Learning Management System to increase reporting capability. • Conduct reengineering study for the selection process.	• **Commerce is closing in on a Green status score by advancing in the critical area of skill gaps.** This quarter the Department documented closing and narrowing gaps in leadership and mission-critical skill gaps through the strategic use of HR flexibilities, training, workforce restructuring, and succession planning. • **Commerce has reduced its hiring cycle time to 31 days in Q1 FY05,** down from 146 days in Q3 FY04, using their Staffing Timeliness Measures automated system as work continues to enhance the functionality in Quick Hire to track hiring cycle times. • The Department's **SES performance appraisal system received provisional certification** this quarter. Commerce has demonstrated that all three performance management systems are appropriately distinguishing and rewarding high performance and correcting poor performance. The Department plans to eliminate two-tier rating systems by the end of FY05. The FY04 rating cycle will soon be available to provide additional data.

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